BIBCO Training Manual Organization, Draft 2

We consider this "BTM Organization" as a working table of contents. The numbers and bullets under each part are not necessarily indicative of actual sub-parts or sections. They indicate, in some instances, the purpose of the Parts and also what we want to include in them. It is understood that further editing of this TOC will be necessary as we progress.

Title page (PDF format or document)

Table of Contents (PDF format or document)

Part 1: Introduction to the manual: (PDF format or documents)
Note: Include here information from the Participants' Manual.
1. Purpose
2. Scope
3. Syllabus
   - Include as many scenarios for the workshop as needed
4. Acknowledgements (last item to be written)

Part 2: PCC/BIBCO History (PPT slides)
1. Introduction to PCC/BIBCO
   - Include references to PCC/BIBCO statistics about number of libraries; number of contributed records, etc. This information will need to be updated regularly or at least once per year. The statistical info could also be in #2 below or have its own set of slides.
2. History of PCC/BIBCO
   - Includes PPT slides from BTM 1-3 with additional slides on information on the PCC web site; add some slides telling about PCC's relationship with SCCTP
3. Plans for the future
   - Includes slides addressing the internationalization of BIBCO from recent PCC meetings.

Part 3: BIBCO Principles and Concepts (PPT slides)
1. The slides in this part are based on the "BIBCO exercises" from the "older" syllabus and should address cataloger judgment, timeliness, adequate description and access, support of headings, and any other concepts we find necessary.
2. This section should be as concise as possible.
3. The purpose of this section should be to introduce the concepts about PCC/BIBCO records and provide points of discussion about Core records and PCC records.
4. The "BIBCO Exercises" will not be used as they were in prior workshops—that is, trainees won't break into groups to discuss the cataloging environment, etc.
5. The slides in this part are intended to support the information in Part 4 and generate discussions about the concepts.
6. Put slides 4-7 in this module.
7. Basic information about NACO/SACO
   - Include one slide for each program

Part 4: BIBCO Records and Standards (PPT slides)

Note: The slides for the trainees should include many of the notes from the trainer slides. PPT slides examples in #2 and #3 broken down by format.

1. Slides on Core standard characteristics, etc: (include PPT slides 8-16)
2. Slides on the specific fields: (include PPT slides 17-28 with examples)
   - Examples for #2: Include specific MARC field examples on the slides for the individual fields and/or some full record examples from the "Examples" section on the syllabus. The individual fields examples could relate to the full record examples given at the end of this part of the presentation.
   - For OCLC trainees: PCC contributions as original records and as upgraded records meeting BIBCO standards.
3. Basic OCLC/RLIN information with references to Appendices to the respective web sites.
   - Significance of the OCLC master record as opposed to records in RLIN
   - Relationship of the BIBCO guidelines to the OCLC Enhance and National Enhance guidelines

Part 5: Exercises (Based on the examples and surrogates in the old syllabus) (PPT slides)
Note: This Part can be expanded or shortened by the trainer if needed. Some institutions may not want to have all formats cataloged using PCC/BIBCO standards. Also, if the optional SACO Part (Part 6) isn't included in full, more time might be spent on this Part. These slides compare Core and Full records, presenting the Full record first followed by the Core record.

1. Provides trainees with surrogates of items
   - Examples should be organized by formats and include any additional information needed to describe them
2. Provide blank templates on which trainees can catalog the items
   - Should include needed fixed fields and basic variable fields
   - Should have sets for RLIN and OCLC
3. For those exercises that cannot be completed, the trainer could point out highlights of the records so trainees could refer to them after the training.
4. Include, on appropriate slides, some of the "fine points" and "notes on the fine points" of the Core standard.

Part 6: SACO Program (PPT slides)
A question: Should the BTM include optional brief training on SACO? If so, the detailed content could be worked out after further decisions are made about the development of the SACO Program. At this stage, we wanted to leave a slot in this Manual for an overview of SACO. It would be an optional part, but we thought it useful to include for libraries where the staff have not had SACO training. It would provide an introduction to SACO and its supporting role for PCC/BIBCO records.

Examples of areas that might be covered, not necessarily in this order:
1. SACO proposal review process
2. Resources at the SACO website
3. SACO workshops
4. Forms
   - Blank forms

- Examples of properly completed forms

Part 7: Summary/Wrap-up
Note: Depending on the syllabus used, some of the slides could be skipped over
1. Includes what has been covered in Parts 1-6
2. Notes regarding revision process (generally)
3. Coordinator (liaison) information
    - Include <u>general</u> information about coordinators (liaisons)
4. Q&A time

Part 8: Preparing for Training (does not go into Trainee Manuals) (PDF format or documents)
1. Workshop outline (this will vary from workshop to workshop)
    - Based on the syllabus examples in the Introduction and on what the liaison states is important to be included or excluded from the training.
2. Some of the "Assumptions and Prerequisites" material could go into this section
3. "Preparing for BIBCO Training"—rewritten to make it more concise.
    - Add to this the need to bring latest statistics
    - Add to this information about the coordinator's (liaison's) duties
4. Take it From Me: Trainer's Notes" / Penny Mattern
    - Add a disclaimer to this
5. Trainers' scripts
    Questions:
    - Should the scripts by C. Hixson and K. Harcourt/S. Summer be kept in, either updated by these trainers or in their current form, with disclaimers?
    - Should scripts used by future trainers be put here?
6. Bios of trainers
    - Bios can be helpful; we think they should be prepared by each trainer. Trainers can prepare and distribute their bios to the trainees at the beginning of the workshop.

Appendices (all these are PDFs or Word documents)
1. Evaluation Form
2. Pre-training Survey Instrument
3. Revision guidelines (more specific information for library liaison and trainer)
4. Copy cataloging issues
5. Implementation issues
6. Coordinator (Liaison) responsibilities
7. Institutional responsibilities
8. Chart of PCC BIBCO Core Record Standards
9. Bibliography (useful tools and readings)
10. Glossary
11. Answers to exercises
    - Include these in the trainer's manual only. Have copies available for the trainees to take with them

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